

## TERMS OF REFERENCE

<b>Consultant – Report Writer – English</b>	
<b>Location:</b>	Home-based
<b>Deadline for application:</b>	16 December 2018
<b>Type of contract:</b>	Special Service Agreement (SSA) - Retainer
<b>Language(s) required:</b>	English and Portuguese
<b>Expected start date:</b>	1 February 2019
<b>Expected end date:</b>	31 January 2020
<b>Context</b>	
<p>UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.</p> <p>The UN Women Brazil CO Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights of which Brazil is signatory (CEDAW, CERD, Beijing Platform for Action, Durban Action Plan and Agenda 2030). It aligns with the UNPFSD 2017-2021, and with national priorities established in the PNPM 2013-2015 and in the PPA 2016-2019. It also aligns with four Outcomes of the UN Women Global Strategic Plan (2018-2021):</p> <ol style="list-style-type: none"> <li>1) Women lead, participate in, and benefit equally from governance systems</li> <li>2) Women have income security, decent work and economic autonomy</li> <li>3) All women and girls live a life free from all forms of violence</li> <li>4) Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action</li> </ol> <p>UN Women Brazil Country Office is looking for a skilled report writer to produce monthly, quarterly and annual internal reports, as well as annual donor reports, upon demand, in UK English. The consultant will hold a retainer contract, which facilitates direct engagement depending on need and availability within the contract period for a pre-agreed fee.</p>	
<b>Duties and Responsibilities</b>	
Under the overall guidance and direction of the Programme Manager, the consultant will:	

1. Interview programme staff to produce written monthly, quarterly and annual reports.
2. Interview programme staff to produce annual reports to donors, upon request.
3. Ensure reports are comprehensive, clear and concise.
4. Ensure spelling, grammar, terminology, etc are appropriate.
5. Ensure reports are results-based.
6. Ensure structure and formatting follow corporate templates.
7. Collect evidence to support activities and results.
8. Incorporate feedback from programme staff.

## Products, Schedule and Payments

Product	Deadline
Monthly report (January)	10 February
Monthly report (February)	10 March
Quarterly report (January-March)	7 April
Monthly report (January)	5 May
Monthly report (January)	9 June
Monthly report (January)	7 July
Monthly report (January)	4 August
Monthly report (August)	8 September
Quarterly report (July-September)	6 October
Monthly report (October)	10 November
Monthly report (November)	8 December
Quarterly report (October-December)	5 January
Annual report 2018	5 January

All documents must be in **United Kingdom (UK) English**.

UN Women will review and provide feedback within 5 working days after receiving the product. UN Women will approve after feedback is incorporated and pay within 10 days after receiving the original invoice.

## Travel and Inputs

Travel is not expected. In case travel is necessary, costs will be responsibility of UN Women.

Inputs for the consultancy, such as equipment and workplace will be the responsibility of the consultant.

## Requirement

### **Required:**

### **Education:**

Master's Degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Journalism or related field.

### **Languages:**

Fluency in English and Portuguese.

**Experience:**

- Experience in writing reports of development projects;
- Experience in results-based reporting.

**Desired:**

**Experience:**

- Experience working with gender and racial equality and women's human rights.
- Experience working with UN agencies and/or international organizations.

## Selection

Applications will be evaluated by the following criteria:

Criteria	Weight
Master's Degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Journalism or related field.	10
Experience in writing reports of development projects.	25
Experience in results-based reporting.	25
Experience working with gender and racial equality and women's human rights.	25
Experience working with UN agencies and/or international organizations.	15
<b>Total</b>	<b>100</b>

### Selection process

**First phase:** Shortlist of the applications based on the required qualifications.

**Second phase:** Analysis of the applications by a Selection Committee. Classification based on the criteria.

**Third phase:** Written test, if the Selection Committee considers it necessary.

**Fourth phase:** Interview, if the Selection Committee considers it necessary.

At the end of the last phase, the selected applicant should provide the following documents:

- Copies of the diplomas and certificates listed in the P11 form.
- Copies of the identity document with picture and signature.
- Evidence of the ownership of a bank account.
- Vendor form completed and signed.

## Applications

Applicants must complete the online [Application Form](#) and send the following documents:

1. [UN Women Personal History Form \(P11\)](#) completed and signed.
2. Supporting documentation as evidence of requirements (proof of Master Degree; a sample report of results-based, gender/race equality, development project; proof of proficiency in English; etc).
3. **Financial proposal**, in a separate file, with the proposed value of **daily rate in Brazilian reais**.

Send to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) until **16 December 2018**. Indicate in the subject line: "Consultant – Report Writer – English"

Applicants that do not complete the online **Application Form** or do not send **all** documentation will be not be considered.

Due to the large number of applications received, only the selected applicant(s) will be notified.

Questions should be sent to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org). Indicate in the subject line: "QUESTION: Consultant – Report Writer – English"

## Observations

Applicants with employment in public institutions will need to present evidence of leave without pay.

Applicants must not be related (mother, father, sister, brother, son or daughter) to United Nations staff members.

Applicants must not have an active contract or pending matters with UN Women.